

Appendix A.
Request For Proposal



Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin

Department of Health and Family Services

November 3, 2004

**REQUEST FOR PROPOSAL
REALTOR SERVICES
PROPERTY SEARCH - SEXUALLY VIOLENT PERSONS TRANSITIONAL HOUSING
MILWAUKEE COUNTY**

Introduction

The Sexually Violent Persons Transitional Facility Siting Advisory Committee (the Committee) has requested the Wisconsin Department of Health and Family Services (DHFS) to solicit proposals for the services of a buyer's agent (the Agent) to locate land for purchase in Milwaukee County to be used for construction of a 12-bed transitional housing unit. This unit would be used to provide housing in the county for those individuals from Milwaukee County who have been civilly committed as sexually violent persons, but who have been determined by a court to be appropriate for placement in the community.

The parcel must be located within Milwaukee County and meet the siting criteria specified below to be eligible for consideration. Purchase of an existing facility will also be considered if it meets the criteria and is suitable for occupancy within the authorized budget.

DHFS reserves the right to consider properties that are unlisted and referred directly to DHFS or the Committee from any source. The Agent would be expected to represent DHFS in these cases.

The Committee will review the siting options and is required to provide DHFS and the Department of Corrections with a report of at least three (3) viable sites by December 31, 2004.

The decision to purchase any parcel will be contingent upon approval by DHFS and the State Building Commission.

Siting Criteria

1. Located within Milwaukee County.
2. Located at least 1,000 feet from any facility for children (school, playground, daycare, child treatment facility and areas with heavy child traffic patterns).
3. Located at least 1,000 feet from other sensitive areas (nursing homes, Community Based Residential Facilities, centers for the disabled, community centers, etc).
4. A special focus is to be given to light industrial areas.
5. The parcel should be of adequate size and proportions to accommodate the equivalent of a single story 4-unit apartment building with parking for 3 to 4 vehicles.
6. The site must be environmentally clean.
7. The site must be appropriate for a residence.
8. The site must meet all applicable zoning requirements.
9. The location must be in an area maximizing community safety.

Agent Responsibilities

The Agent will provide the following services.

1. Locate appropriate sites within Milwaukee County.
2. Provide a written report to DHFS with purchase prices and other pertinent details for at least three (3) parcels that meet the criteria.

The Agent will be expected to complete its search and provide the report to DHFS no later than December 1, 2004.

3. After a site is approved for purchase, the Agent will continue to represent DHFS as the buyer's agent through purchase of the property.

Proposal

Proposals are to include the following information in a single page format.

1. Relevant experience in providing the requested services
2. Fee proposal for:
 - a. initial phase through submittal of the report to DHFS; and
 - b. follow up phase after site approval for services through purchase of the property.

Submit Proposal

Proposals must be submitted no later than close of business on Wednesday, November 10, 2004. Proposals may be submitted by mail, e-mail or FAX to:

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